## **FIGURES**

<u>Figure</u>	<u>Title</u>	<u>Page</u>
5-1	Special Information Needed to Schedule Records as Permanent	5-15
5-2	The Appraisal Process: Three Aspects of Federal Records	5-16
5-3	Examples of Guide Card and Drawer Label entries	5-17
5-4	Samples of <b>Labél</b> Entries '	5-18
5-5	Sample label entries for binders containing Reference publications	5-19
7-1	How Centers Save Money on Space and Equipment	7-8
7-2	Standard Form 115 (SF 115) , "Request for Records Disposition Authority"	7-9
7-3	Standard Form 258 (SF 258) , "Request to Transfer, Approval, and Receipt of Records to National Archives of the United States"	7 - 1 o
8-1	Standard Form 135 (SF 135 ) , "Records Transmittal and Receipt"	8-7
8-2	Labeling of Retirement Boxes	8-8
12-1	Computer Directory Showing Office Subdirectories	12-5